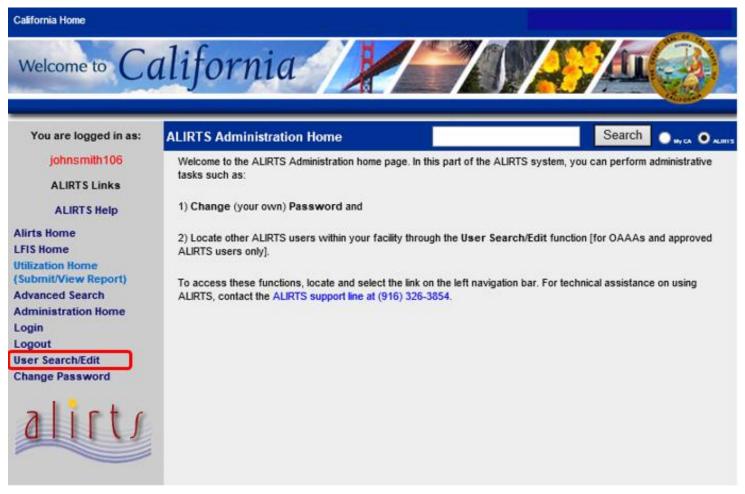# Adding A Report Preparer

If you are an OSHPD ALIRTS Account Administrator and want to add a report preparer, follow the steps below.

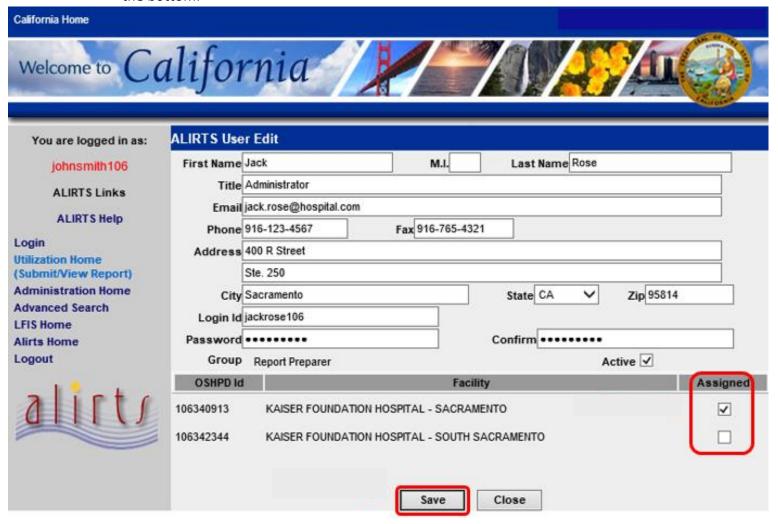1. Login to your ALIRTS account and click the **"Administration Home"** button on the homepage.

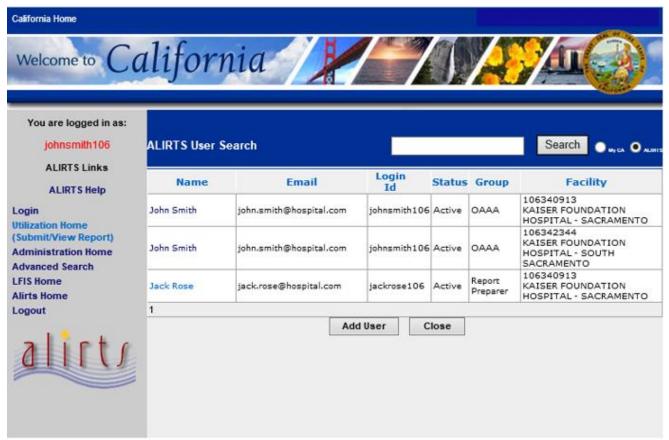**2.** Then click the **"User Search/Edit"** button

3. Now click the **"Add User"** button under the table with your User Account information

4. Fill in the information for the report preparer, check the box under **"Assigned"** next to the facility this person will be completing the report for, then click the **"Save"** button at the bottom.

5. After you click the **"Close"** button, you should see an updated list of the users/facilities that are attached to the administrator's account.

When the new report preparer logs in for the first time, they will have to create a new password for their account. Passwords must have betweeen 8 and 20 characters, contain at least one letter (A-Z or a-z), contain as least one number or special character (0-9, symbols, punctuation characters), and must be different from the User Login Id.